

Business Administration

Business Administration AS-T

The AS-T in Business Administration curriculum is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration or similar major. While a baccalaureate degree is recommended preparation for those considering professional careers in this field, the completion of this suggested program will demonstrate commitment to the field, and provide comprehensive preparation for upper division work. Upon completion of the AS-T in Business Administration, students will be able to: 1) develop and understand the fundamental principles of business administration 2) utilize the mathematical and statistical tools available to them, and 3) promote the use of technology to support the field of business administration.

Program Student Learning Outcomes

Upon completion of the program, students will be able to:

- compose, analyze, and interpret business reports.
- identify the basic elements of a contract and assess a contract's validity.
- use basic Microsoft office applications.
- identify and/or describe major U.S. business practices and their relationship to the economy.

Associate Degree for Transfer requirements (pursuant to SB 1440):

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete IGETC or CSU General Education – Breadth requirements
- Complete total of 60 CSU transferable semester units
- Complete all required courses for the major or area of emphasis with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
Required Core Courses		
BUS-001A.....	Beginning Principles of Accounting.....	
BUS-001B.....	Elementary Principles of Accounting.....	
BUS-018.....	Elementary Principles of Accounting.....	
CIS-007.....	Computer Concepts.....	
ECON-001A.....	Macroeconomics.....	
ECON-001B.....	Microeconomics.....	
BUS-039.....	Quantitative Analysis.....	
MATH-025.....	Introduction to Statistics.....	
	Total	28
	IGETC/CSU-GE Breadth (allowing double counting).....	37-39
	Electives as needed.....	2-4
	Total	60

*This is a **recommended sequence** of courses for timely completion of this program. Entry in to transfer level English and math required to follow this recommended sequence. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
MATH-025.....	CIS-007.....	BUS-001A.....	BUS-001B.....
ECON-001A.....	ECON-001B.....	BUS-018.....	BUS-039.....
ENG-001A.....	ENG-001B/SOC-002..... 3	AREA B1..... 4	BIO-10/015..... 3
AREA-C1..... 3	AREA-C2..... 3	COM-001/004..... 3	HIST-017A/017B..... 3
HE-035.....	POLSC-001..... 3	15	ELECTIVE 001-049..... 1
16	15		14

Business Administration AS

The Business Administration curriculum is intended for those interested in transferring to a four-year college or university to earn a Bachelor of Arts or Science degree. Students are encouraged to consult with business staff to ensure that their course selections reflect their career interest and the career goals of their major.

Program Student Learning Outcomes

Upon completion of the program, student will be able to:

- compose, analyze, and interpret business reports.
- identify the basic elements of a contract and assess a contract’s validity.
- use basic Microsoft office applications.
- identify and/or describe major U.S. business practices and their relationship to the economy.

Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
Required Core Courses		
BUS-001A.....	Beginning Principles of Accounting.....	
BUS-001B.....	Elementary Principles of Accounting.....	
BUS-018.....	Elementary Principles of Accounting.....	
BUS-039.....	Quantitative Analysis.....	
ECON-001A.....	Macroeconomics.....	
ECON-001B.....	Microeconomics.....	
Total		60

*This is a **recommended sequence** of courses for timely completion of this program. Entry in to transfer level English and math required to follow this recommended sequence. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
ENG-001A.....	ECON-001A.....	BUS-001A.....	BUS-001B.....
MATH-025.....	AREA C..... 3	BUS-018.....	AREA-B..... 3
BUS-020.....	ELECTIVE 001-049..... 9	ECON-001B.....	ELECTIVE-001-049..... 9
AREA-E..... 3	15	AREA B..... 3	16
ELECTIVE-001-049..... 3		14	
15			